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24 March 1955

MEMORANDUM FOR: Director of Personnel

FROM : Chief, Special Contracting, Allowances and Processing Staff

SUBJECT : Proposal Re Paragraph Numbered 6 of the Inspector General's Memorandum to the Director, dated 25 February 1955, Subject--"Ten Ways for Improving CIA's Personnel Management."

1. This Staff upon request has always assisted the Operating Divisions in signing up Agents and explaining their obligations under contracts. The requests for this service have, however, been very few in comparison with the total number of cases.

2. The proposal that this be a universal procedure has been made several times but has never been seriously considered because of the plea that security factors preclude this office from meeting such large numbers of clandestine personnel.

3. I believe the problem posed can only be adequately rectified by using specially trained persons to brief and explain the benefits and obligations to these people.

4. This Staff, if granted the additional personnel required, could perform this service or in the alternative, if granted the required additional personnel, could train operators to perform this service. If, however, the latter suggestion is adopted, it is recommended that one individual per Division be assigned this duty and that a continuity of service in this position be made an essential element.

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